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17 November 1966

MEMORANDUM FOR: Director of Security

SUBJECT : Delineation of Clearance Responsibilities

PROBLEM:

To establish which components in the Office of Security handle security clearances for each of the various types of individuals employed or used by CIA.

MATTERS BEARING ON THE PROBLEM:

At present both the Personnel Security Division and Investigations Division receive directly from originating offices in CIA requests for clearances of Contract Employees Type "B", Career Agents and Contractor Employees. It is not clear to the requester to which part of the Office of Security such requests for clearances should be sent for processing. There is no clear distinction in the Office of Security as to which part of OS handles these clearance matters and as a result, both PSD and ID handle such clearances.

DISCUSSION:

Meetings have been held with representatives of PSD and ID to determine if a mutually satisfactory arrangement could be made to establish which components in the Office of Security would handle security clearances for each of the various type of individuals employed or used by CIA and that the criteria for such would be, insofar as possible, based on degree of access to CIA information and installations and the type of duties performed.

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**CONCLUSION:**

General criteria for handling of cases by Personnel Security Division (PSD) have been agreed upon as shown in Tab A. General criteria for handling of cases by Investigations Division (ID) have been agreed upon as shown in Tab B. Chart C is based on the above-mentioned criteria and proposes the type of personnel for which PSD and ID would be individually responsible for handling clearances.

**RECOMMENDATION:**

That Tab C be approved, reflecting which components in the Office of Security are responsible for handling clearances for the various types of individuals employed or used by CIA.



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Chief  
Executive and Planning Division

**Attachments:**

Clearance Criteria - FSD  
Clearance Criteria - ID  
Processing of Clearances

**CONCURRENCES:**

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ADD/S(PS)

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Date

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DD/S(LOS)

21 NOV 1978  
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Date

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**CONCURRENCE:**

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Acting Deputy Director of Security

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
Director of Security

\_\_\_\_\_  
Date

cc: DD/IOS  
DD/PS  
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